

The following represents some of the notable Safety and Occupational Health program accomplishments identified over Fiscal Year 2012.

California State Office:

- ✓ Completed National Fire Aviation Base Safety Review.
- ✓ Assisted the U.S. Forest Service and California Dept. of Forestry and Fire Protection with safety related "Accident Investigations".
- ✓ Reviewed field safety issues and provided guidance to the field offices on various items such as PPE, equipment and facilities.
- ✓ Conducted Annual review of the Self Contained Breathing Apparatus (SCBA) program.
- ✓ Conducted Annual education/training for all personnel utilizing the Self Contained Breathing Apparatus (SCBA) and Personal Protective Equipment.
- ✓ Contracted for Defensive Driver Training for some California State office personnel.
- ✓ Provided monthly statistics and information to managers concerning all Safety Management Information System (SMIS) injuries, illnesses and property damage reports.
- ✓ Provided monthly updates to management concerning the status, number and type of tort claims processed for the state.
- ✓ Conducted an annual safety and health refresher training for active/abandoned mines and underground entry.
- ✓ Conducted safety and health orientation and oversight for underground entry in support of a scheduled underground mine activity.
- ✓ Provided weekly "Safety Messages" for all Bureau of Land Management, California personnel.
- ✓ Coordinated and participated in CASHE Audits for 1 District Office and 3 Field offices.
- ✓ Coordinated and participated in National Program Management Review of the safety program.
- ✓ Conducted State Office exercise of Eagle Horizon 2012 for Continuity of Operations Plan.

California Desert District:

- ✓ Provided information and brochure on defensive driving for the Desert and Central California Districts outlining the process for completing the defensive driving online course.
- ✓ Provided quarterly safety newsletter for the Desert District.
- ✓ Updated spreadsheet to maintain accurate safety training records district wide. Spreadsheet provided on District Safety SharePoint and continue to work with each office to update the information
- ✓ Conducted District wide Program Management Review for safety.

Alturas Field Office:

- ✓ Safety Week conducted 29-31 May, 2012
 - ❖ Welcome and Introductions conducted by Field Manager
 - ❖ Discussion – Risk Assessment, Safety and Health for Field Operations (BLM Handbook 1112-2) and Reporting unsafe working conditions
 - ❖ Check out/Check in protocol
 - ❖ SMIS and Accident Reporting

- ❖ Defensive Driving
- ❖ Marijuana Awareness on Public Lands
- ❖ CPR/First Aid - will be issuing ASHI cards that will keep you current thru 2014
- ❖ Hazmat Refresher
- ❖ Radio Refresher
- ❖ Fire Extinguisher Refresher - (Siskiyou Fire Co.)
- ❖ Re-evaluation for ALL folks who operate ATV/UTV machines
- ❖ Office Cleanup
- ✓ Office conducts "Safety Minute" at weekly staff meetings

Arcata Field Office:

- ✓ Conducted Safety Week from May 31st to June 4th. Conducted training on defensive driving, first aid, CPR, fire extinguishers, SMIS and HAZMAT.
- ✓ Safety Committee meets quarterly or more often as needed - All accidents were discussed and prevention methods and procedures were discussed.
- ✓ Prepared a signed "Safety Action Plan"
- ✓ Conducted our annual "Safety Days" in late May - All required employees received their required training such as First Aid/CPR and Defensive Driving among other necessary training. Maintained our office training records.
- ✓ Conducted periodic random safety inspections of facilities in Arcata and the King Range to assure that we are in compliance with required safety regulations.
- ✓ Gave safety orientations to all new and seasonal employees. Ensured all seasonal employees were qualified and had knowledge to drive Government vehicles on unimproved roads within the Field Office. Emphasized our policy in regards to seatbelt usage, no texting and no use of cell phones while driving.
- ✓ Coordinated and completed with the Arcata F.O. engineer all required FY10 CASHE audit mandated and recommended corrections. Assisted the King Range project office in completing all required corrections.
- ✓ Maintained the Safety Board at our employee's room. Posted safety updates on a regular basis so our employees were kept informed of new or timely safety issues.
- ✓ All employees with assigned vehicles conducted monthly safety inspections and all safety issues were corrected before the vehicle was allowed to be used.
- ✓ Maintained our MSDS binder on a regular basis.
- ✓ Conducted periodic inspections of the "HAZMAT storage unit" to assure that all chemicals and containers were properly labeled.
- ✓ Conducted monthly fire extinguisher inspections in all of our buildings.

Bakersfield Field Office:

- ✓ Safety Committee - This year's committee was made up of 9 active members who met every month to discuss issues affecting their perspective divisions and also within the field office. The committee stressed the importance of "ATTENDANCE" for all members from each division. Without these members, the items that we successfully accomplished this fiscal year would have not been possible.
- ✓ Prepared all divisions within for the upcoming Program Management Review (PMR) inspection and the national CASHE audit inspection which were both in April.
- ✓ During the first two quarters of the fiscal year, updated our Emergency Evacuation Plan and Safety and Health Action Plan. These updates included vehicle inspection

procedures, blood borne pathogens, hearing conservation program and respirator protection plan.

- ✓ Conducted facility inspections for all of our facilities prior to the national CASHE audit inspection.
- ✓ Updated all first aid kits and fire extinguishers in all vehicles
- ✓ Updated employee's call sign sheet for managers and dispatchers.
- ✓ Re-enforced the importance of having all visitors sign in and out at the front desk during each visit.
- ✓ During the third and fourth quarter we conducted a fire drill and performed 8 random vehicle safety inspections selecting vehicles from fire, admin and minerals. Goal was to ensure employees were keeping up with their weekly and pre trip inspections.
- ✓ Posted updated evacuation maps throughout the field office.
- ✓ Sent monthly safety topic to all Bakersfield employees.
- ✓ Participated in National Safety Week, which took place the week of April 23-27. Daily topics for the week were as follows: preventing dehydration/heat stress, slips, trips and falls, proper lifting techniques, vehicle safety/radio use, fire extinguisher training, natural hazards, and Hydrogen Sulfide Gas (H₂S).

Bishop Field Office:

- ✓ Motor Vehicle Safety and Distracted driving:
 - ❖ All employees have been made aware through emails, supervisor direction and a sign posted near the vehicle key board that no texting or any type of distracted driving is permitted.
 - ❖ The driver should maintain safe speeds, avoid sudden turns, how to drive in the snow, have cell phones off and not look to at passengers if having a conversation.
 - ❖ We have provided some training on subject in employee meetings.
- ✓ Seat belts and distracted driving:
 - ❖ Any employee caught in a moving vehicle without a seat belt on is reported to their supervisor.
 - ❖ Requested the Forest Service to ask the Tribe if we can put the box on the other driver side of the gate
 - ❖ Our two BLM fire stations have signs reminding to "fasten your seat belt".
- ✓ Employees provided safety topics for each employee meeting
- ✓ Safety Officer keeps important information on safety boards, handout sections and emails.
- ✓ Updated following plans:
 - ❖ COOP
 - ❖ Field Office security plan
 - ❖ Bloodborne pathogens
 - ❖ Respirator program
 - ❖ Hearing conservation program
 - ❖ Personal Protective Equipment Standard
 - ❖ Hazard Communications Plan
 - ❖ Confined space program (Bishop does not allow entry into confined spaces)
 - ❖ Emergency Evacuation Plan (with the FS at Field Office)
 - ❖ Emergency Evacuation Plan for two fire Stations (help and oversee)

- ❖ Lockout/Tagout (high risk work and electrical work are contracted out to qualified contractors)
- ❖ New employee safety orientation package
- ✓ Participated with the Fire Readiness Review team and Safety received only one item to work on and that was to create a new Hearing Plan.
- ✓ The Safety Officer received an Excellent for her dedication to safety.
- ✓ Conducted facility inspections for 9 facilities at minimum of once a year.
- ✓ Oversee water tests for three to four facilities, ensuring all are done within requirements.
- ✓ Conducted two evacuation drills (FS and BLM). Trained our evacuation monitors on their duties during an evacuation, twice annually.
- ✓ Conducted an exercise of COOP.
- ✓ Scheduled flu shots in building for employee convenience
- ✓ Train and ensure all questions over SMIS entry from State Safety Officer are answered.
- ✓ Check all eye wash stations to ensure weekly inspections are being done and water run for three minutes.
- ✓ Safety Committee meets quarterly. More often if possible.

Eagle Lake Field Office:

- ✓ All Employee Meetings – Each month the office holds an All Employee Meeting. During this meeting the safety officer discusses a relevant topic based on season or a specific issue. We had a total of 8 All Employee Meetings during FY12 and I do not have a record of the specific topics covered during those meetings. Most recently we held a fire drill and we used the All Employee Meeting to conduct an After Action Review where discrepancies were discussed in detail. In the past Wade used these meetings to cover topics like: extension cords, proper fueling of vehicles, seat belt use and distracted driving, winter driving hazards, ticks bites, risk assessments, and defensive driving.
- ✓ Safety Committee Meetings – Safety committee meetings were held quarterly and covered multiple topics from the In/Out Board, CASHE Audit, Hazardous Material Management for the office, and safety training week. The committee completed several updates this year to the office Emergency Action Guide. The group completed the new office Hazard Communication Plan in response to a CASHE audit finding, a new Hazardous Materials lead was identified for the office and the Emergency Action and Fire Prevention Plan was updated and approved by the Field Manager.
- ✓ Safety Training Week, June 4 thru 8 – Several topics were presented during this week including: ELFO safety program summary, marijuana garden safety, radio operations and repeaters, HAZCOM, risk assessment, use of SPOT devices, check in/out, preventing back injuries, lighting safety, hearing conservation, ATV certification, first aid and CPR, and the annual fire refresher.
- ✓ Continuity of Operations Plan (COOP) Exercise, June 19th – With State Office oversight a COOP exercise was conducted at the Eagle Lake Field Office. We simulated a flood event where we tested our COOP plan to ensure continuity in case of an emergency. An After Action Review identified a few areas of improvement and the COOP was updated to reflect these changes.

El Centro Field Office:

- ✓ Conducted/provided information concerning Defensive Drivers Training
- ✓ Discussed during all employee meeting in June 2012 some of the requirements on the Interagency Transportation Guide for flammable fuels.
- ✓ Conducted Evacuation/Fire drill
- ✓ Completed Facilities Inspections of the Field Office, Ranger Station, and provided guidance to Sections as pre cursor for CASHE Audit.
- ✓ Performed required Annual Vehicle Safety Checks.
- ✓ Reviewed and made corrections to the Hazard Communications Plan
- ✓ Reviewed and made corrections to the Employee Emergency Action and Fire Prevention Plans
- ✓ Prepared/established the Hearing Conservation Program Plan
- ✓ Assisted and provided guidance that prepared the Field Office for the CASHE Audit.

Mother Lode Field Office:

- ✓ ATV and UTV training for Mother Lode FO and Consumnes River Preserve.
- ✓ Provided UTV training for Ukiah FO.
- ✓ Defensive Driving for all new, temporary and seasonal employees. Had full time employees check and get up to date if they need it.
- ✓ Working to get all employees involved in safety. Talking to them at staff meeting and they don't have to come to me to take an active role in safety at the work place.
- ✓ Fire Extinguisher change out for the office.
- ✓ Up keep on the water system in the South Yuba Campground. Negative test for bacteria in the water.

Palm Springs/South Coast Field Office:

- ✓ Field Manager discussed safety during all-employee meetings with power-points.
- ✓ Safety committee meeting with CDD Safety Manager conducted on telephone conference call.
- ✓ Managers need to reiterate the importance of following the proper procedures of SMIS and accident reporting in a timely fashion.

Redding Field Office:

- ✓ Safety committee meetings conducted approximately every 3 months
- ✓ Safety week was held June 13-17, 2012. Topics included field safety (heat, cold, poison oak, ticks, snakes and animals), radio safety, herbicide safety, fire refresher safety training, and field work risk assessment reviews.
- ✓ Conducted extra safety training sessions covering radio safety training May 9, 2012, emergency evacuation procedures drill June 6, 2012 and a vehicle safety audit Nov 11, 2011.
- ✓ Conducted 4-5 miscellaneous safety talks discussed during monthly all employee meetings.
- ✓ OSHA inspection, receiving 10 Notices of Unsafe Conditions that were abated within a 30 day period. Abatement occurred by establishing signing, eliminating old equipment, repairing or installing safety gear and general housecleaning. Management was fully involved in the findings and resolution of hazards – State employees were in the loop, but I don't know what level if any they had in the resolution process.

Ridgecrest Field Office:

- ✓ Safety is discussed at the monthly all employee meeting. Items discussed were field safety, fire safety, pesticides and how they should be stored, distracted driving, how to get a MSDS for chemicals brought into the office and including the chemical in the inventory.
- ✓ Provide field office safety messages on a weekly basis.
- ✓ Forward state safety messages.

Surprise Field Office:

- ✓ Conducted training in First Aid/ CPR/ Bloodborne Pathogens, Fire Extinguisher, Radio Training, First Responder Awareness Level (HAZMAT), Hazard Communication (HAZCOM), New Employee Safety Orientation, Risk Management, Defensive Driving and Winch Training.
- ✓ The office has also Coordinated Monthly Safety Presentations at all-employee staff meetings, Compiled a large folder in our "Office" drive that contains safety related items, power points, memos, and all updated plans, which is updated it periodically and compiled a rather large selection of miscellaneous safety training DVD's.

Ukiah Field Office:

- ✓ Safety is discussed all staff meetings. Items discussed field safety, fire safety, marijuana field safety, pesticides and proper storage, distracted driving, seatbelt use, Coastal safety, i.e. sink holes, not climbing on cliffs and sleeper waves.
- ✓ Forward state safety messages.